

Dear Dancers,

Our dances are organized and operated solely by volunteers, some of which do much more than their share of work without recognition or complaining. To keep dancing more like fun and less like a job for these people we need to help out by volunteering. For each of our Saturday night dances there are four jobs that need to be done: drinks, producing, clean up, and sound.

Volunteering to set up drinks involves:

1. Arriving fifteen minutes early;
2. Bringing three bags of ice; give your ice receipt to the producer to be reimbursed;
3. Carrying jugs, cups, a marker, and lemonade powder mix from dance floor storage (whoever is working sound can show you where that is) to kitchen above the balcony;
4. Filling one jug with a slightly weak mix of lemonade and the other with water and ice/ it works better to dissolve the lemonade mix into the water before adding the ice;
5. Carrying the filled jugs to the tables on the balcony; there are always people you can ask to help you carry the filled drink jugs from the kitchen to the balcony tables;
6. Refilling the jugs after break if needed (maybe earlier on very warm evenings);
7. At the end of the dance, rinsing the jugs and returning the cups, and any unused mix to the downstairs storage.
8. Noting the need for restocking cups or lemonade and letting the Producer for the dance know; you can also tell Neia Izen or Melody Ball if supplies are needed for the next dance.

Volunteering to be Producer involves:

See separate sheet

Volunteering for clean up involves:

1. Picking up cups and other trash, including the balcony area;
2. Sweeping the dance floor; taking trash bags out to the dumpster behind the door to the right of the stage
3. Checking the restrooms, making sure any trash is picked up

If you are interested in running sound, please see Glenn Manuel

With a group this large we should be able to muster enough volunteers to keep anyone from having to do a job more than two or three times a year.

Please volunteer for a job for an upcoming dance. I know we hate to commit to a responsibility months away, but if you volunteer, Melody or Neia will call you with a friendly reminder the week before the dance. If you cannot be at the dance you are scheduled to work, it is OK to call us, no hard feelings incurred, no explanations needed.

There is a sign up sheet at the table by the front door. Or, you can go home, check your calendar, and call or email us.

If you volunteer, you do not need to pay admission to the dance.

## Description of Producer's Duties

Thanks for volunteering to be the Producer of the dance for NTTDS!

This is a description of what needs to be done.

1. Please arrive by at least 7:15 pm. This is important since new people often arrive by 7:30 or earlier for the beginner's session.
2. Set up the table near the door. There is a cardboard box with all of the materials in it that you need to set out. It's in the dance floor storage where we store the sound equipment. Feel free to throw away flyers which are outdated. The metal cash box will be in this box.
3. There is \$100 in an envelope in the cash box. Take this out to use for change. We ask \$5 for members and \$6 for non-members. Students are 1/2 price. Checks are OK and should be made out to NTTDS.
4. If people have come for the first time, please give them a card, which lets them get in to the next dance free. These can be found in the cash box. If people say they forgot their card from the previous dance, let them in free—not enough people will try to cheat to worry about this.
5. You should put out a sheet of paper with about six lines on it for people to sign up to work the door so you don't have to sit at the table the whole time.
6. There are sheets of peel and stick labels to use as nametags in the Producer's box. Encourage new people to use these. Most experienced dancers already know to use the labels. There are labels for members so that new people will know who experienced dancers might be or whom they can go to with questions.
7. If people want to pay membership dues, there is a form for this. It says on the form how much people pay depending on what month it is. Please keep a tally of how much money is collected for membership. The membership forms go to Linda Mahony.

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8. After the break, it is time to do the accounting. There is a form in the cash box that will walk you through this process. You can ask Jimmy Boyer, Melody Ball, or Neia Izen to help you with this.

Set aside the money allotted to the band and caller. You pay them at the end of the night after the last waltz. \$100 cash in mostly ones and fives stays in the cash box to be used for change at the next dance. Prepare the deposit using deposit slips in the cash box. There is an ink stamp in the cash box to stamp “deposit to...” on the checks. Set the cash box inconspicuously over by the sound equipment on the stage and go dance. We do not collect admission after the break.

9. Sometime before the last contra dance of the evening remind the caller to ask dancers to help clean up and put up chairs after the waltz.
10. The person doing drinks does an inventory of cups/lemonade mix at the end of the night. They may tell you that supplies are needed. Please tell Melody or Neia if supplies need to be restocked before the next dance.
11. At the end of the evening the cash box stays with the Producer’s box which is stored with the sound equipment.
12. If the Treasurer (Dyann Slosar) is at the dance, give the accounting form, deposit, and deposit slip to her. If she is not, the deposit needs to be taken to a Bank of America. The deposit receipt and accounting form need to be mailed to Dyann. Her address is listed on the accounting form.

Thanks again!

Any questions call or email Melody Ball, Neia Izen, Dyann Slosar, or Jimmy Boyer

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